

Residential Permit - Submittal Checklist for New Homes and Additions

Take a few minutes to check your plans to make sure that the following information is included. In using this pre-application checklist, you are verifying that your plan submittal is complete, which will help staff and should save time in the review process. Your permit application will be checked in and review will begin once all of the required information is submitted, including this checklist. Architect stamped plans can be submitted under this checklist. Incomplete submittals will not be accepted; they will be returned to you.

- ☐ **Stamped Survey** (required for new homes and most additions)
- ☐ **Site Plan – to scale** (required for new homes, accessory buildings, additions and any work that changes the footprint)
- ☐ Confirm that the building dimensions on the site plan match the floor plan
 - ☐ Show location of driveways/approaches; covered decks/porches; egress windows; ROW/ADA ramps, storm inlets, and manholes
 - ☐ Show distances to property lines, and locations and size of easements
 - ☐ Show lot dimensions, North arrow, and street names
 - ☐ Indicate complete address of property
 - ☐ If the site plan is not a stamped document, sign and date it to indicate that you prepared the site plan
- ☐ **LDP Permit (see Engineering/Public Works Dept.)** ☐ **Plan Review Fee (\$30.00)**

Foundation (please check one) ☐ **Basement** ☐ **Slab on grade** ☐ **Crawl space**

If basement check type of foundation plan:

- ☐ City of Salina pre-approved foundation design.
- ☐ Engineered design; plans included.
- ☐ The house will be located within 0-500 feet from the flood control levee
 - ☐ Corps of Engineers pre-approved plan is included
 - ☐ Engineered plans which are approved by the Corps of Engineers and City Engineer for this individual lot
- ☐ The house will be located within 501- 1000 feet from the flood control levee
 - ☐ City of Salina pre-approved basement design based on City Engineer's memo of June 23, 2009
 - ☐ Engineered basement design—plans included

On the foundation drawings, indicate location of:

- egress windows
- footing & pier sizes
- walls less than full height (View out? Walk out?)
- interior and exterior footings
- brick ledge

☐ **Architectural / Floor Plans – indicate:**

- ☐ Room uses (label each room)
- ☐ Electrical - outlets, switches, light fixtures, smoke detectors, range outlets, exhaust fans, panels w/size in amperage
- ☐ Plumbing - fixtures (water heater, sinks, tubs, showers, floor drains, sump pump, sewer back up valve, etc.)
- ☐ Windows location and size
- ☐ Cabinets
- ☐ Heat pumps
- ☐ Fireplaces/stoves (indicate electric, gas or other fuel type)
- ☐ Location of HVAC (size & BTU)
- ☐ Decks (indicate covered or uncovered)

☐ **Framing and Structural**

- ☐ Floor joist size and spacing
- ☐ Bearing walls over 10' tall
- ☐ Truss roof (truss placement and design drawings - may be a deferred submittal)
- ☐ Stick built roof framing (Load bearing walls, Lam beam headers-may be deferred submittal, location of cathedral ceilings)

☐ **Finished and unfinished areas clearly identified**

☐ **Window Schedule (make, type, size)**

☐ **A completed PME permit application**

☐ **Right-of-Way Permit application**

Permit Applicant Signature _____ Date _____

Plans are reviewed in the order they are received. Staff's performance goal is to complete plan review in 5 working days. We will notify you when the plan review is completed and permit is ready for issuance.